



Technical Report Writing

Lecture (4)

By

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Technical writing can be characterized as follows (Book Page 6)

- Technical writing deals with technical information.
- Technical writing relies heavily on visuals
- Technical writing uses numerical data to precisely describe quantity and direction.
- Technical writing is accurate and well documented.
- Technical writing is grammatically and stylistically correct.



Key features of reports

(Book Page 14)

- Designed for quick and easy communication of information
- Designed for selective reading
- Use sections with numbered headings and subheadings
- Use figures and diagrams to convey data.

Basic structures of reports

(Book Page 14-15)

Lecture (3)

Important

- **Title Page**
- **Summary**
- **Table of contents**
- **Introduction**
- **Body of the report (Middle sections)**
- **Conclusions**
- **References.**
- **Appendices.**



Refinement of reports

(Book Page 17)

No report is perfect, and definitely not on the first version.

Well written reports are those have gone through multiple rounds of refinements.

Refinements can be self-reading and critical analysis, or more effectively by peer reviewer.



Feed back of reports (Book Page 18)

- Checks if the title/abstract makes sense are effective/eye-catching.
- Are all the relevant questions answered in the introduction?
- Is the overall structure of the rest of the sections meaningful?
- Is the difference from related/past work crisp and meaningful?
- Are the technical sections understandable?



Feed back of reports (Book Page 18)

- Are the figures/tables explained properly?
- Are the symbols used defined appropriately?
- Are the results explained properly?
- Are the conclusions drawn from the graphs/tables sound?
- Do the results show how the work presented is better/worse that the other cases of comparison?

Fill in the blanks with

Yes or No



Tag-Pictures.com

I have no brains.

Different Types of Technical Reports

Book Page (22)

Types of Technical Reports



Proposals

**Laboratory and
Project Reports**

**Research
Report**

**Feasibility and
Recommendation
Reports**

**Progress
Report**

(1) Proposals



Proposals are among the most important documents one can write.

Persons and organizations that write effective proposals win grants, contracts, and jobs; persons and organizations that do not write effective proposals often just wind up "going away"—sometimes "far away."



(1) Proposals

Proposals are specialized, technical business documents that offer persuasive {able to persuade/convincing) solutions to problems

A proposal also needs to sell the reader on some idea— usually that he or she (or his or her organization) needs specific goods or services that you (or your organization) can provide.

To be successful, you normally need to do at least three things in any proposal you write:

1- Describe, identify, or refer to a problem that needs to be solved. (add description for the problem to let the reader know you understand the problem)

2- Offer a viable solution to the problem
(you have to demonstrate that your proposal solve the problem effectively)



3- Show that you can effectively implement this solution
(you must show that you have skills and resources to do what you prposing)

Difference between Formal and Informal Proposals

- Formal proposals are normally large, comprehensive documents produced by a team of experts on behalf of an organization.
- Formal proposals can take many forms, but a typical one might include the following:
 - An executive summary , A technical volume (solution) , A management volume(persons) A cost volume, A resources volume(HR, PR)
- Formal proposals is a difficult type of proposals to write. Evaluated in competitive environment
- Informal proposals are generally short documents of limited scope written by an individuals ,not teams.
- Informal proposals take the form of a long letter or short document)
- Informal proposals also may be either solicited {make requests) or unsolicited.
- With solicited proposal,responds to a specific request. the problem has already been identified, and the decision to solve the problem has already been made.
- Unsolicited proposals often come from within an organization, no one asked for